



City of Santa Barbara

Public Works Department

www.ci.santa-barbara.ca.us

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Subject: Request For Qualifications To Provide Professional Services For The Santa Barbara Airport Taxiway H Extension Project

Introduction

The City of Santa Barbara (City) is requesting Statements of Qualifications from consulting firms to provide professional services needed to design, permit, and construct the Taxiway H Extension Project (Project) at the Santa Barbara Municipal Airport (SBA). The Project involves a western extension of Taxiway H by about 3,000 feet, so that it reaches the full length of SBA's primary commercial runway (Runway 7-25). The estimated project cost is \$16,000,000.

The objective of the Project is to provide a second full length parallel taxiway for Runway 7-25. This will minimize runway crossings at existing hot spot intersections, as well as provide better overall circulation for aircraft travelling to and from the runway's westerly end. Some of the key issues with the Project are listed below:

- The proposed taxiway (and entire Airport) are within the California Coastal Commission jurisdictional boundaries.
- The proposed taxiway extends through land owned by the City, but is designated as the Goleta Slough Ecological Reserve (State of California). The Project would involve a zoning change and a Local Coastal Plan amendment.
- The proposed taxiway extends through several acres of wetland habitat, would impact important upland habitat, and is in close proximity to archaeological resources.
- The Federal Aviation Administration's (FAA) glideslope equipment is in the footprint of the taxiway extension and would need to be relocated.
- New/modified Taxiway H intersections would have to be redesigned to meet current standards.
- An existing Airport sanitary sewer force main may need to be relocated.

The Project is identified in SBA's current Master Plan and EIR/EIS, which is a programmatic plan under environmental review at this time. It is anticipated that the Project would undergo its own Project specific environmental review and include a Project specific EIR/EIS.

Scope of Services

The precise order and structure of design services may be different with respect to timing and percentage of design, but this gives a general idea of the scope of services.

It should be noted that while generating information needed for preparation of the EIR/S will be a part of the services, actual preparation of the EIR/S will not be a part of these services. The services to be provided by the consultant may include, but not necessarily be limited to, the following:

Task 1. General Services

1. Provide a Project Manager who will be held responsible for all work performed by the consultant. The Project Manager will provide Project management to include:
 - a. Define tasks, schedules, and costs (including evaluation of City provided input and recommendations that will result in a better overall Project);
 - b. Monitor work progress and resolve problems;
 - c. Maintain up-to-date schedules;
 - d. Coordinate with City staff to receive their input, address their concerns, keep them informed regarding Project status, obtain their concurrence on Project scope, cost and schedule, and obtain their approval of concepts and final design;
 - e. Focus the efforts of the consultant and City Staff to expedite the design and construction of a high quality, cost-effective Project that meets the needs of the City. Develop recommendations for City approval after considering alternative solutions;
 - f. Maintain quality control on all work of the consultants and sub-consultants; and
 - g. Prepare all invoices to City in accordance with the City Engineering Division's standard invoice requirements, and conduct frequent regular meetings to inform and involve staff on issues and Project decisions.

Task 2. Preliminary Design Services

1. Obtain and review existing pertinent documents and reports. Attend meetings with City staff to discuss the Project
2. Develop a concept/preliminary design for the Project that will allow the Airport and the FAA to review and approve all components of the Project related to the taxiway work.
3. Once the Airport and FAA have approved the Project's concept, work related to a project mitigation plan will be developed in the next task.

Task 3. 60 percent Design Services – Design and Permit Support Information

1. Develop Project permitting and environmental review information that will be needed, such as:
 - a. Project area of impact
 - b. Biological impacts
 - c. Cultural Resource Impacts such as Native American and Historic
 - d. Other environmental impacts.
2. Develop plans for mitigation of biological impacts.

- a. This could be the most critical element of the whole Project. The consultant will help determine the best way for the Airport to mitigate for wetland and upland habitat impacts and other biological impacts.
 - b. The Airport believes it can mitigate 100 percent on-site, but other different ways to mitigate impacts will have to be explored.
3. Prepare approximately 60 percent level design plans and an Engineer's Estimate for all proposed work.

Task 4 – Meetings and Negotiations

The end goal of all the negotiations will be to arrive at a mitigation plan that can be a part of the Project. The Airport expects that the proposed Project will be self-mitigating with respect to biological resources. This will overlap with Task 3 and involve meeting with:

1. Local stakeholders
2. Permitting agencies
3. Agencies that consult to permitting agencies

Task 5. Design Services – Construction Documents

These services would come after all discretionary approvals have been obtained.

1. Obtain and review existing pertinent documents and reports. Attend meetings with City staff to discuss the Project.
2. Conduct detailed review and analysis for the proposed improvements to confirm the Project's feasibility, intended results, and estimated costs.
3. Develop detailed schedules for design and construction.
4. Work with City staff to obtain any additional necessary approvals from city, county, state, and federal regulatory agencies. Prepare related documents, attend any meetings necessary to obtain approvals, and make modifications to the Project as necessary.
5. Perform detailed on-site investigations and evaluation.
6. Provide final design services to include the following:
 - a. Field surveying, geotechnical, and other studies necessary for design.
 - b. Prepare FAA and other required reports and plans, construction Contract Documents, including but not limited to, Notice to Contractors, general and special provisions, bid sheet, technical specifications, and plans meeting the City's plan check requirements, and meeting FAA specification requirements and approvals; the City will provide legal documents (standard conditions) to the consultant.
 - c. Furnish up to ten (10) copies, as necessary, of review documents at the design intervals indicated below:
 - At approximately 90 percent completion, furnish the City with review sets of the Construction Estimate, the contract drawings, and all specifications.
 - d. Furnish up to five (5) copies of completed contract documents for review and approval by the City, and for obtaining Project approval by governmental agencies having jurisdiction;
 - e. Address all comments and questions raised by agencies having jurisdiction;

incorporate the comments, modify plans as necessary, and submit revised contract documents to the City;

- f. Provide general information in regard to the Project, and consult with the City regularly during design; and
 - g. Ensure the City is furnished with quality original plans, specifications, and Engineer's Estimate. Plans must be signed by and stamped with the consultant's seal and signature, including required seals of sub consultants. Specifications must be delivered stamped and signed ready for advertising. The City specification boilerplate must be modified as appropriate.
7. Facilitate weekly or bi-weekly design status meetings.

Task 6. Construction Administration Services

1. Services during bidding shall include the following:
 - a. Answer questions from bidders, including interpretation of the plans and specifications;
 - b. Prepare addenda for issuance by City;
 - c. Assist City in tabulation and review of bid results and award of contracts; and
 - d. Arrange, chair, and prepare minutes for a pre-construction conference.
2. Provide construction contract administration, engineering design services during construction, and inspection and materials testing services that include the following:
 - a. Prepare for, chair, and prepare minutes for job meetings with the contractor as necessary to provide for smooth construction that is on schedule and within budget. Minutes shall carry items from week to week until they are resolved, and shall utilize the City's format. Publish and distribute minutes;
 - b. Review shop drawings, working drawings, Traffic Control/Safety Plan, and other submittals for general conformance with contract documents, and perform contract drawing and specifications interpretation as necessary;
 - c. Strive to keep several steps ahead of contractor to detect and resolve problems or issues before the problems delay construction or result in extra costs;
 - d. Provide a resident engineer or construction inspection as necessary;
 - e. Provide field surveying, as necessary to establish construction control and staking;
 - f. Prepare bulletins, a bulletin log, change orders, memorandums to contractor, Council reports, and other correspondence necessary to maintain control over the construction contract. Provide change order evaluations, negotiations, and recommendations for approval by the City; maintain a record of authorized changes, and a bulletin log for review for action at each job meeting. Use City's format for bulletin log;
 - g. Review contractor's progress-of-payment requests, and prepare progress payment packages for approval by City Engineer;
 - h. Verify, as installed, field data, and prepare construction record drawings;
 - i. Perform the following reviews:
 - 1) Review contractor's payroll for wage compliance;
 - 2) Review contractor's construction schedule submittal; and
 - 3) Monitor contractor's actual construction progress against the contractor

submitted schedule. Review updated/revised construction schedules as needed. Notify both the City and contractor when actual progress is behind schedule by more than 10 percent.

- j. Administer and coordinate construction inspection and testing;
- k. Coordinate with utility companies, governmental agencies, and affected airport tenants during construction;
- l. Maintain records of construction including photographs, daily inspection reports, correspondence, verbal contacts, claims avoidance actions, potential claims, design changes, test results and costs associated with any and all disputed work with contractor and others associated with the Project;
- m. Perform final inspection for acceptance of the contract work by City. Prepare punch lists and monitor corrective work; and
- n. Prepare Project closeout files. Report and submit them to City.

Some of the services listed herein may not be required, and the City reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

Services to be Provided by City

The services to be provided by the City shall include, but are not necessarily limited to, the following:

- Prepare Environmental Impact Review/Statement (EIR/S)
- Provide the standard conditions for the construction specifications;
- Provide general direction to the consultant through the City Project Engineer, or their designated representative;
- Provide access to the City's drawing vaults, past Project files, and Airport Department records; and
- Review, sign, and print final plans and specifications for advertising for bids.

Qualification and Proposal Submittal Requirements

Firms responding shall submit five (5) copies of the information that shall include the items listed below.

1. An outline describing relevant airport projects undertaken in the past fifteen years. The list should identify projects for which the consultant had primary responsibility for all design phases of the Project. Indicate who in the firm performed specified functions on the projects, and list the airport and airport representative where the work took place.
2. Provide a description of the team's expertise and experience with Airport projects funded with FAA AIP grants. Provide discussion on FAA required documents, plans, processes, and reports that would need to be generated for this Project.

3. Description of consultant team including the names, classification and qualifications of key personnel and an organization chart showing how the team will work together. Include outside consultants necessary to complete all tasks associated with a group of project elements. Summarize the areas of expertise of key personnel. Highlight team members who have worked together in the past and show how the overall team is structured to maximize performance and efficiency.
4. Client references that include **current** addresses and phone numbers of people to contact for references. It is essential that references for all key members of the Project team be included. References should be specific to individual team members. References are important to us; again, please make sure that the telephone numbers are current and complete.
5. Any submittals related to the Airport's Disadvantaged Business Enterprise Requirements (see Attachment 2).
6. A demonstrated ability to develop and maintain a good working relationship with Boards, Commissions, City departments, outside agencies, and the public, with examples of past performance.
7. A general scope of services that would be performed by the consultant teams.
8. Identify office locations. Include type and number of staff at each office that would participate in the Project.
9. Other information that will assist the City in selecting the best-qualified consultant. We are most interested in what you have done in the past, not what you are proposing to do for us in the future. Please focus on your most relevant experience on similar airport projects and conditions.

Note that there is no limit on the size of consultant submittals for this RFQ. However, be advised that the reader and evaluator will be a busy person, and they will be reading through all the RFQs as it fits into their schedules. In some cases, their stake in the project may be limited to simply evaluating and scoring the submittals, that is it. Consultants are encouraged to organize submittals carefully and well, and only include information and detail that really matters.

Consultant Team Qualities

The City values qualities of consultant teams that contribute to the overall effectiveness of the consultant while not necessarily fitting precisely into the specific selection criteria categories that follow below. Nevertheless the City places a value on the following qualities:

- Cohesiveness of the overall team. For example, have key team members worked together before; do team members have easy access to each other; is the team structured so that those most familiar with project details have the authority to make decisions; does team hierarchy lend itself to maximum efficiency by minimizing redundant personnel?
- Within each organization, are the working level people the very best qualified and the brightest that the consultant has to offer?

- Consistent way of doing business that addresses the above. In other words, is the consultant conducting business in this fashion now?

Selection Process and Criteria

As a qualifications based selection process, the City is most interested in relevant work that has been done by the consultant at similar airports and under similar conditions. Based on

the submittals received, the City will select three to five consultants for interviews based on the following criteria:

1. The Project Manager's qualifications and ability to perform throughout the Project as outlined above (20 points out of 100);
2. Qualifications and recent experience of the team's key staff on projects similar in scope and nature (40 points out of 100);
3. The firm's understanding of the Project's potential concerns and the Airport's special concerns (20 points out of 100).
4. Responsiveness to Project needs and ability to perform the tasks outlined above (10 points out of 100); and
5. Information obtained from references and City staff who have worked with the consultant staff in the past (10 points out of 100).

From the submittals received the City will short list up to five consultants. The short-listed consultants will be invited to a group pre-interview briefing and site visit. Airport staff will present the Project to the consultant teams together, discuss the interview format, and there will be a question and answer period. Please do not contact Airport staff and request an individual site visit or meeting.

Information on the Airport's Master Plan and the TW H Extension Project is available on the Airport's Master Plan website (sba.airportstudy.com). As can be seen, there has been little to no real design performed thus far, and therefore it has not been possible to begin to assess the Project environmental impacts.

Disadvantaged Business Enterprise (DBE) Requirements

No contract specific DBE goal has been established for this Project, however, bidders should make good faith efforts to allow for DBE participation in the performance of work described in this RFQ.

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to any contracts that arise from this RFQ. It is the policy of Santa Barbara Airport to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of any work described in this RFQ. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of any contract related to work described in this RFQ will be conditioned upon satisfying the Airport's DBE requirements. These requirements apply to all proposers, including those who qualify as a Disadvantaged Business Enterprise

(DBE) as certified under the requirements of 49 CFR Part 26. Information about qualifying as a DBE can be found at <https://cucp.dot.ca.gov/cucp/>.

In order to remain in compliance with Federal requirements (49 CFR Part 26.11(c)), SBA will create and maintain a bidders list, consisting of information about all DBE and non-DBE firms that bid or otherwise compete for federally assisted contract work. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on federally-assisted contracts as the Airport sets its overall goals. The proposers/bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts. The SBA will require this information to be submitted by all proposers/bidders for a federally-assisted contract at the time of proposal/bid. The SBA will collect this information by providing a proposers/bidders form which is attached as Attachment 2.

Contract for Consultant Services

At the conclusion of the selection process, the City will enter into negotiations for the initial design phase of the Project with the consultant receiving the highest evaluation rating. If such negotiations are not successful, the City will then enter into negotiations with the firm receiving the next highest rating. The consultant will be required to obtain a business license from the City prior to the execution of the contract with the City for the consulting services.

Important Information Regarding Potential Disqualification of Consultants

Consultants shall not undertake any activities to promote or advertise their qualifications or proposals for the Project except in the course of City-sponsored presentations. Consultants shall not make any direct or indirect contact with members of the Santa Barbara City Council, any City Board, or Commission member concerning their qualifications or proposals for the Project. Violation of this condition will be grounds for disqualification of the consultant.

RFQ Availability

This RFQ will be available to download from the City of Santa Barbara Airport Department's website at www.flysba.com under the heading of "Business" subheading "Request For Proposals".

Deadline for Qualifications Submittal

Proposals shall be submitted by 5:00 P.M., on February 17, 2017 to:

City of Santa Barbara
Airport Department
601 Firestone Road
Goleta, CA 93117
Attention: Mr. Owen Thomas, Supervising Engineer

If you have any questions regarding this RFQ please contact Mr. Owen Thomas, Supervising Engineer, at (805) 692-6018.

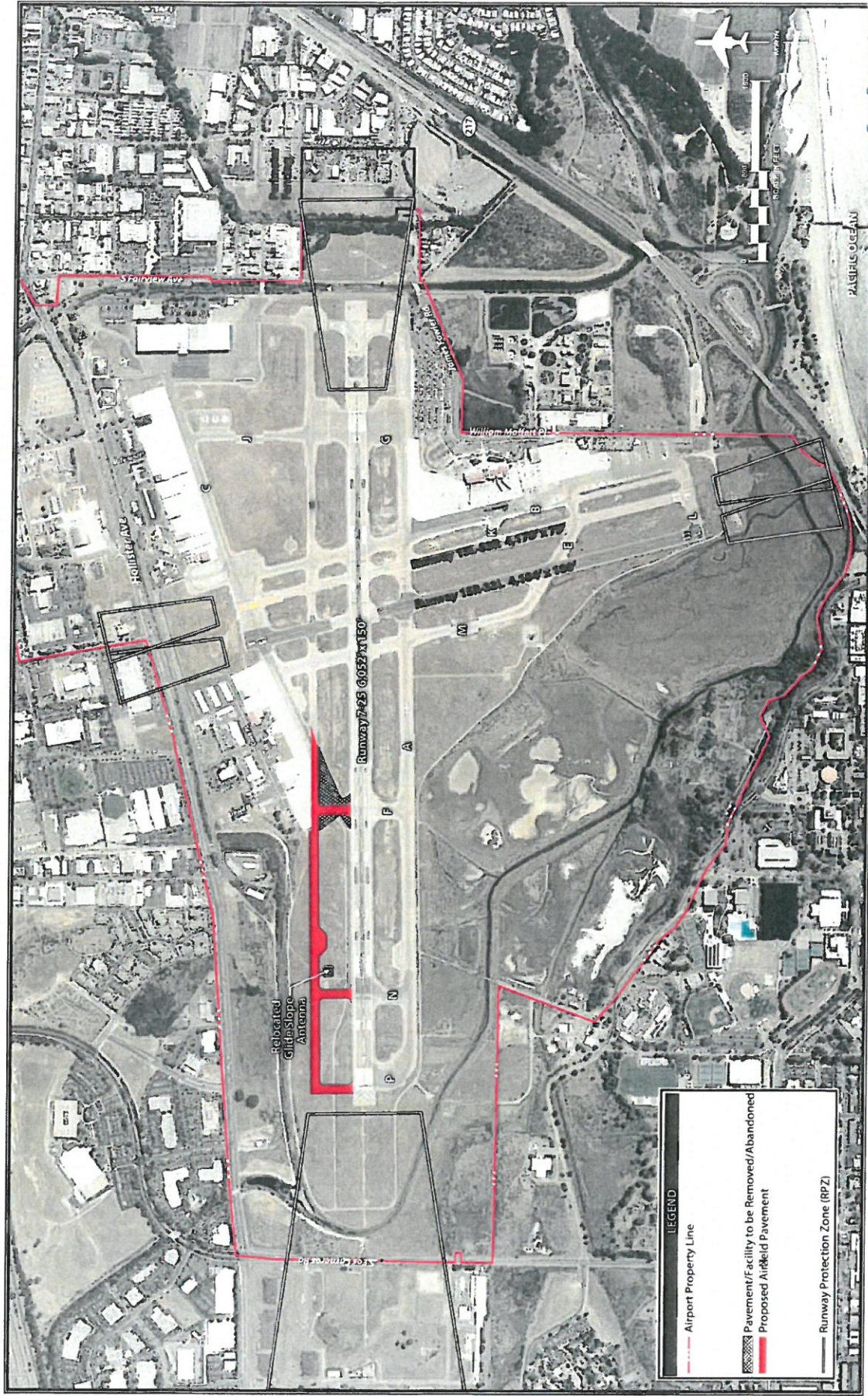
Sincerely,



Brian D'Amour, P.E.
City Engineer

OT/sk

Attachments: 1) Graphic of Airport showing Taxiway H Extension
 2) Disadvantaged Business Enterprise (DBE) Requirements – Bidders
 List Data Form



Taxiway H Extension Project

Santa Barbara Airport

TAXIWAY H EXTENSION PROJECT



City of Santa Barbara
Santa Barbara Airport

ATTACHMENT 2



SANTA BARBARA AIRPORT BIDDERS LIST DATA FORM

The Santa Barbara Airport is required per 49 CFR Part 26.11 (c) to create and maintain a comprehensive Bidders List. This Bidders List Data Form will be used to collect bidder information used to determine the relative availability of Disadvantaged Business Enterprise (DBE) and non-DBEs, and will assist with establishing the agency's annual DBE goal. Each Bidders List is a compilation of bidders, proposers, quoters, subcontractors, and suppliers of materials and services who have submitted bids during the advertising period of a solicitation for services. Please provide the following information:

Part A: Business Data

- 1 Business Name: _____
- 2 Business Address: _____

- 3 County Business is located in: _____
- 4 Name of Contact Person: _____
- 5 Phone: (_____) _____ 6. Fax: (_____) _____
- 7 Email Address: _____
- 8 Is this business certified as a DBE under the California Unified Certification Program?
☐ Yes ☐ No
- 9 Business Annual Gross Receipts: ☐ < \$500,000 ☐ \$500,000 to \$1,000,000
☐ \$1,000,000 to \$2,000,000 ☐ \$2,000,000 to \$5,000,000 ☐ > \$5,000,000
- 10 Age of Business: _____ Years _____ Months

Part B: Project and Work Description

- 11 Project Name: _____
- 12 Provide a brief description of the scope of work, service, and/or materials to be performed or furnished:

- 13 Provide the NAICS code(s) that best defines your business: _____
- 14 Will you subcontract any of your work? ☐ Yes* ☐ No
*(If "Yes", then the subcontractor(s) must also complete an individual Bidders List Data Form)

Part C: Signature

The undersigned hereby declares that the information set forth on this page is current, complete and accurate.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____